

Customer Service/Billing Specialist

The Lake County Department of Utilities is accepting resumes for the position of Account Clerk in the Billing Division. The applicant must possess two (2) years experience in customer service preferably in a utility billing environment, strong math and multi-tasking skills, think analytically and independently, work under pressure of deadlines and ability to learn specialized software and exercise discretion. Responsibilities include review of meter readings, prepare accounts for billing, answer customer inquiries and perform research to resolve discrepancies. Proficiency in Microsoft Office, excellent written and verbal communication skills, professionalism and a commitment to excellent customer service are required. Starting salary \$14.23 an hour. Send resumes by January 4, 2013 to: William A. Margalis, Director of Administrative Services, 105 Main Street, Painesville, OH. 44077.

An Equal Opportunity Employer

M.F.H.V.